

IDIS for HOPWA Grantees:

A Guide to Using IDIS

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IDIS for HOPWA Grantees

A Guide to Using IDIS

Housing Opportunities for Persons with AIDS (HOPWA) formula grantees are required to submit annual performance reports that show how Federal funds are used to provide housing assistance for low-income persons who are living with HIV/AIDS and their families during their program year. Grantees submit the annual summary of their accomplishments in the Comprehensive Annual Performance and Evaluation Report (CAPER). As part of the CAPER, grantees enter annual accomplishment data directly into the Integrated Disbursement and Information System (IDIS), the Department of Housing and Urban Development's (HUD) on-line disbursement and reporting system for formula grants.

Consistent data entry practices by HOPWA grantees are essential to ensure that IDIS can produce useful and reliable information on accomplishments and beneficiaries of the program. This document is intended to help formula grantees provide accurate, consistent, and complete data in IDIS.

The guidance will highlight conventions that the Office of HIV/AIDS Housing (OHH) has adopted to make IDIS capture data in a way that reflects how HOPWA funds are used by grantees. It will provide guidance on several critical data elements, and give step-by-step, HOPWA-specific instructions for entering data on several of the "common path" screens in IDIS that are used by grantees of other CPD programs. OHH has developed specific conventions for defining and labeling projects and activities in IDIS, as well as methods to ensure that annual accomplishment data is recorded and maintained on multi-year projects. Additional, updated guidance is provided on how to select the appropriate HOPWA Path. Chapter 11 of the IDIS Reference Manual provides detailed instructions on entering completion data in the HOPWA paths.

The guidance also includes a timeline on how grantees' IDIS processes should relate to the grantees' program year, with an emphasis on steps to be taken at the beginning and end of the program year. Checklists are provided for setting up projects and activities in IDIS, and for year-end reporting.

In both the CAPER and IDIS, grantees are required to provide HUD with complete, accurate, and valid information no later than 90 days after the close of their program year. *Failure to report data in IDIS, in a complete, accurate, valid and timely manner, could result in a grants management action by HUD, and restrict the grantee's access to these funds.*

Why is IDIS important to HUD?

- ◆ HUD uses the data in IDIS to provide timely reports to Congress that demonstrate that HOPWA funds are being used effectively.
- ◆ HUD field office representatives monitor HOPWA grantee expenditures and accomplishments on IDIS.
- ◆ IDIS provides timely information on grantee performance, needs, and trends, which helps HUD make policy and budget priorities.

Grantees know the importance of HOPWA funded assistance in maintaining stability for persons living with HIV/AIDS and their families. Providing timely and accurate information that can be readily pooled with data from other grantees is essential for ensuring the continued support of the HOPWA program. By following the guidance in this document, grantees can do their part to ensure that HOPWA continues to receive support.

IDIS modifications that will help steer HOPWA grantees towards setting up activities that follow the conventions described in this document are scheduled for 2006. The modifications will include edits that require grantees to set up activities according to prescribed Activity categories and to select the appropriate accomplishment code. Compliance with the conventions within this guidance will help grantees make a smooth transition to these IDIS modifications.

In this document, you will find information on

- IDIS and the CAPER
- Program Definitions
- Defining Projects and Activities
- HOPWA IDIS Project Setup
- IDIS Activity Setup
- Labeling Activities
- Selecting the Correct HOPWA Path
- Reporting Annual Accomplishments
- Additional Resources
- Beginning- and End-of-Year Checklists

Per 24 CFR 574 for the Housing Opportunities for Persons with AIDS (HOPWA) program, HUD defines the following terms for HOPWA Grantees:

Eligible Activities: Those activities defined in 24 CFR 574.300 as allowable activities to be undertaken by HOPWA grantees or project sponsors. Such activities include:

- Housing information
- Resource identification/technical assistance
- Acquisition, rehabilitation, conversion, lease, and repair of housing facilities
- New construction (for SRO and Community Residences only)
- Project or Tenant-based rental assistance
- Short-Term rent, mortgage, and utility payments
- Supportive services
- Operating costs for housing
- Administrative costs

HOPWA Formula Grantee: Any Eligible State or Eligible Metropolitan Statistical Area (EMSA) that is designated by statute and regulation to qualify for HOPWA formula funding. The largest city serves as the grantee for the metropolitan area (except as provided by statute in two cases). HOPWA grantees may allocate up to 3 percent of their HOPWA allocation for grantee administrative costs as defined in 24 CFR 574.

HOPWA Project Sponsor: Any qualified nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to carry out eligible HOPWA activities. The selection of project sponsors is not subject to the procurement requirements of 24 CFR 85.36. Project sponsors may allocate up to 7 percent of the amount they receive for their administrative costs as defined in 24 CFR 574.

IDIS: On-line system by which CPD formula grantees report on accomplishment and beneficiary data and draw down funds. HUD can directly access grantees IDIS data for monitoring and analysis purposes, and grantees can download and print reports that provide accomplishment, beneficiary and financial information on HOPWA activities.

Performance Outputs: HUD requires grantees to document the number of households assisted each year with HOPWA housing assistance. This number includes the number of households receiving rental assistance, the number of households receiving short-term rent, mortgage or utility payments (note this is not the number of payments, as many households receive multiple payments during their 21-week eligibility period), and the number of households residing in community residences or other housing facilities. For the purposes of IDIS and HOPWA reports, the term “households” is equated to the term unit of housing. The MA04 screen must be used to estimate the planned housing assistance, i.e. the number of households/units to be assisted; and, at the end of the program year, must provide the actual number of households/units assisted. These numbers are vital to the completion of national HOPWA performance reports.

OUTPUT MEASURED: Number of households receiving HOPWA housing assistance support during the grantee program year.

Program Year: Under the Consolidated Plan regulation, Part 91, HOPWA formula grantees determine their own program year. The program year is the 12-month period in which grantees carry out HOPWA projects and the related activities established in their HUD-approved Consolidated Plan/Action Plan(s), for this period. Some grantees use the standard Federal Fiscal Year (October 1st – September 30th). However, most HOPWA grantees have a program year that does not coincide with these dates.

Grantees organize their accomplishment and beneficiary data in IDIS through the use of IDIS Projects and Activities. Projects and activities form a hierarchical relationship in IDIS. Grantees can set up one or more activities, in which accomplishment data is entered, under each project. Although IDIS offers users a great deal of flexibility in setting up the project and activity structure, HUD recommends a standard structure to ensure accurate and efficient year-end accomplishment reporting.

Projects

HOPWA grantees should set up a separate IDIS project for themselves and a separate project for each project sponsor performing HOPWA-related tasks. IDIS projects are tied to the Consolidated Plan year in which they are created and the year of the grant allocation. Projects can (and often do) span multiple years.

Activities

Activities, unlike projects, are created and updated for a specific program year and report annual accomplishment data for that program year. Activities report annual accomplishments for a project sponsor or grantee and are directly tied to the CAPER submitted by the HOPWA formula grantee. As funds are needed to pay administrative expenses and sponsor activities, grantees must draw against specific activities. HOPWA grantees close out each activity at the end of the program year.

Projects and Activities in IDIS

In IDIS, it is important to distinguish between **Projects** and **Activities**.

Projects:

- Serve as an organizational structure under which activities are set up in IDIS
- Associate the activities to a specific Plan Year (Action Plan) for which funds were initially allocated

Activities:

- Provide a way to report on work being done under a project
- Are the level where funds are committed and drawn
- Allow for the tracking of expenditures

Why does HUD recommend creating and maintaining projects in this manner?

This structure is necessary for IDIS to be able to provide two essential types of information related to each grant. First, by associating all activities with a project that is tied to the initial year of allocation, grantees and HUD can track expenditures and accomplishments to the initial allocation, even if the project spans multiple years.

Grantees and HUD staff may monitor and track program expenditures by generating the PR02 report in IDIS. This report displays both obligations and disbursements for each activity, with subtotals for each project and grant year. If entered correctly, the obligated total will always match the total HOPWA allocation and the disbursements will track the amount of the HOPWA allocation (for each year) spent. Also, by setting up a separate project for each Sponsor awarded funds during a specific program year, the PR02 provides a means to track the financial status of each Sponsor's award, by aggregating the associated activities' obligations and expenditures.

Second, setting up a separate activity for each reporting year provides complete, permanent information for accomplishments achieved during each program year. Many IDIS reports are organized by the actual report year entered into the activity setup.

Life Cycle of Projects and Activities

At the beginning of each program year, a grantee should create new projects to represent itself and a separate project for each nonprofit sponsor receiving funds from the new year's allocation. Also, the grantee should set up activities to track expenditures and accomplishments for that program year, whether undertaken with funds remaining from previous grants, or using funding from the new allocation or Action Plan.

New Allocation

At the beginning of a new program year, a grantee will need to set up a project for each sponsor that it is funding with the new allocation. The grantee will then set up activities for each eligible HOPWA activity under the appropriate project (representing the sponsor). The grantee can use these activities to draw down funds, and report accomplishments and beneficiary data at the appropriate times.

Continuing Multi-Year Activities

Many awards to sponsors are expended on HOPWA-related activities that span more than one year. For these multi-year awards, new activities should be created for unexpended funds under the same IDIS project previously set up for the sponsor. At the end of the program year, the grantee will report on accomplishments that were achieved during the program year, and then close out the activity. Any unexpended funds will be used to set up a new activity to report on accomplishments and draw down funds for the next program year. Thus, a project representing the award given to a sponsor in 2002 would include a set of activities that report on accomplishments achieved during 2002, and activities that report on accomplishments achieved during 2003.

Detailed Instructions

The following information provides an outline of the process that grantees should use when adding HOPWA-specific project and activity information on the IDIS project and "common path" activity screens. This document identifies the most important fields that may require some additional guidance for HOPWA grantees. For detailed information on how IDIS functions, including system navigation, and for explanations on each field in IDIS, users should consult the IDIS Reference Manual. The Reference Manual includes the following chapters on setting up projects and activities:

- Chapter 14, Adding Plan Years - Setting Up, Approving, and Revising Projects
- Chapter 4, Setting Up the Activity Common Path
- Chapter 11, Completing HOPWA Activities

The IDIS reference manual can be found at:

<http://www.hud.gov/offices/cpd/systems/idis/library/refmanual/index.cfm>

This section provides greater detail on how to set up a project for HOPWA grantees and sponsors in IDIS. As defined above, HOPWA formula grantees should set up a separate IDIS project for the grantee and each project sponsor performing HOPWA-related tasks. IDIS projects are tied to the Consolidated Plan year in which they are created and the year of the grant allocation. Projects can (and often do) span multiple years. A Project must have a matrix code of "31" to identify it as a HOPWA project.

Grantees and HUD should ensure that each project:

- Represents either the grantee organization or a project sponsor. If a grantee has multiple project sponsors, then each project sponsor should have a corresponding IDIS project.
- Is established under the specific Consolidated Plan Year in which the Sponsors' activities were initially funded by the HOPWA Formula Allocation.

Adding a New Plan Year in IDIS

When attempting to add the first project of a new program year, the user may receive a message that they must first establish a "plan year." If a HOPWA grantee does not encounter such a message, it is because this must be done only once each year by a user of any one of the four CPD grants administered on IDIS. If required, however, adding a new plan year is a simple procedure:

1. From the Main Menu, select "Plan Project" Menu.
2. Type "03" to select Add Plans, and press <Enter>.
3. In the Plan Year field, type in the new plan year.
4. Fill out the rest of the contact information on the screen.
5. Press <Enter> to save and then press the <F4> key to return to the Main Menu.

Adding a New Project in IDIS

A grantee should add a project to represent itself (the grantee) and each nonprofit sponsor at the beginning of a new year. The following section provides more detailed instructions on entering data into data entry screens that appear after selecting option "03" - Add Project under the option J Plan Project Menu. The project setup checklist provides the required information that should be entered for each project.

<p>1. Use the name of the Grantee or Project Sponsor organization as the Project Title.</p> <p>2. At the project level, always enter a Matrix Code of 31 – HOPWA.</p>	<p style="text-align: right;">ADD PROJECT C04MK01</p> <p>PLAN YEAR: 2000 PLAN VERSION: 0002 CPS PROJECT ID: 0123</p> <p>PROJECT TITLE: COMPASSIONATE CARING LOCAL CODE: _____</p> <p>HUD MATRIX CODE : 31 HOPWA CDBG REG. CITATION:</p> <p>IS THE PURPOSE OF THIS PROJECT TO : HELP PREVENT HOMELESSNESS? (Y/N): Y HELP THE HOMELESS? (Y/N): N HELP THOSE WITH HIV/AIDS? (Y/N): Y TYPE OF SUBRECIPIENT: (PLACE AN "X" NEXT TO ONE ENTRY) NO SUBRECIPIENT: _ NON-SECTION 204: _ SECTION 204: _</p> <p>ACCOMPLISHMENT TYPE : 01 PEOPLE (GENERAL) ACCOMPLISHMENT NUMBER: _____ LOCATION TYPE: 2 COMMUNITY-WIDE</p> <p>DATA SAVED SUCCESSFULLY F1 = HELP F4 = MAIN MENU F7 = PREV F9 = SAVE</p>
<p>3. For Accomplishment Type, use the guidelines to right.</p> <p>For Accomplishment Number, enter the number of units of the Accomplishment Type that will be served by the activities conducted by project sponsor.</p>	<p>Grantees <u>must</u> use Accomplishment Type 10 - Housing Units for any project providing housing assistance.</p> <p>If a project sponsor or grantee is not providing housing assistance to persons living with HIV/AIDS or their families, through any source of funding, they may use Supportive Service Only, use 1 - People.</p> <p>Administration: Leave blank, no Accomplishment Type is required.</p>
<p>4. For Location Type, enter the code for Address (1).</p>	<p>Address: The project will be performed at a specific address (which you will enter on the next screen).</p>

<p>Enter the address of the Grantee or Project Sponsor.</p>	<p>01/17/01 08:54 ADD/REVISE ADDRESS INFORMATION C04MK07</p> <p>PLAN YEAR: 2000 PLAN VERSION: 0002 CPS PROJECT ID: 0124</p> <p>PROJECT TITLE: MAIN STREET MISSION LOCAL CODE: _____ PAGE: 00</p> <p>ADDRESS: _____ CENSUS TRACT NUMBER: _____ CITY: _____ BLOCK GROUP NUMBER : _ STATE: _ COUNTY FIPS CODE : _____</p> <p>ADDRESS: _____ CENSUS TRACT NUMBER: _____ CITY: _____ BLOCK GROUP NUMBER : _ STATE: _ COUNTY FIPS CODE : _____</p> <p>ADDRESS: _____ CENSUS TRACT NUMBER: _____ CITY: _____ BLOCK GROUP NUMBER : _ STATE: _ COUNTY FIPS CODE : _____</p> <p>ADDRESS: _____ CENSUS TRACT NUMBER: _____ CITY: _____ BLOCK GROUP NUMBER : _ STATE: _ COUNTY FIPS CODE : _____</p> <p>F4 = MAIN MENU F7 = PREV F9 = SAVE F17 = UP F18 = DOWN</p>
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Estimate the amount of funds awarded to the Grantee or Project Sponsor for all activities that will be set up and/or carried out by the Grantee, Project Sponsor or contracting agency.

```

01/17/01  08:48                                ADD PROJECT                                C04HKK
PLAN YEAR:  2000          PLAN VERSION:  0002          CPS PROJECT ID:  0123

PROJECT TITLE: COMPASSIONATE CARING
LOCAL CODE:

ESTIMATED AMOUNT FOR:
NEW CDBG      : _____
NEW HOME     : _____
NEW ESG      : _____
NEW HOPWA    :      $500,000
TOTAL NEW    :      $500,000

FUND REQUEST FOR PUBLIC HOUSING ADMINISTRATION: _____
FUND REQUEST FOR ASSISTED HOUSING: _____

WILL PRIOR YEAR MONEY BE SPENT ON THIS PROJECT? (Y/N):  N

WILL ANOTHER GRANTEE SETUP ACTIVITIES UNDER THIS PROJECT? (Y):  _
ACTIVITY SETUP ALLOWED FOR:  LOS ANGELES

F4 = MAIN MENU    F7 = PREV    F9 = SAVE

```

Enter a short description of the project.

```
01/17/01    08:51    REVISE/ADD/CANCEL/REVOKE PROJECT DESCRIPTION    C04HK03
                                           PAGE: 000
```

PLAN YEAR: 2000 PLAN VERSION: 0002 CPS PROJECT ID: 0123

PROJECT TITLE: COMPASSIONATE CARING
LOCAL CODE:

PROJECT DESCRIPTION:

=

F4 = MAIN MENU F7 = PREV F9 = SAVE F17 = UP F18 = DOWN

A Project must be approved in IDIS before an Activity can be set up under it. To approve a Project, select “J – Plan Project” from the main menu, and follow these directions:

<p>1. Select Option 02, Maintain Projects, from the Plan/Project Menu.</p> <p>2. Type an A next to the project (with an Open status) that you want to approve, then press <Enter>.</p>	<div>01/17/01 08:58</div> <div>MAINTAIN PLAN PROJECT</div> <div>C04MK04</div> <div>PLAN YEAR: 2000 PROJECT ID: _____ PAGE 00</div> <div>SELECTION: A - APPROVE, K - REVOKE, M - AMEND, R - REVISE, C - CANCEL</div> <table><tr><th></th><th>PLAN</th><th>CPS PROJ</th><th>PROJECT</th><th></th></tr><tr><th>SEL</th><th>YEAR</th><th>ID</th><th>STATUS</th><th>PROJECT TITLE</th></tr><tr><td>=</td><td>2000</td><td>0122</td><td>OPEN</td><td>2000 HOPWA</td></tr><tr><td>-</td><td>2000</td><td>0123</td><td>OPEN</td><td>COMPASSIONATE CARING</td></tr><tr><td>-</td><td>2000</td><td>0124</td><td>OPEN</td><td>MAIN STREET MISSION</td></tr></table> <div>ALREADY AT BOTTOM, CAN'T PAGE DOWN</div> <div>F4 = MAIN MENU F7 = PREV F17 = UP F18 = DOWN</div>		PLAN	CPS PROJ	PROJECT		SEL	YEAR	ID	STATUS	PROJECT TITLE	=	2000	0122	OPEN	2000 HOPWA	-	2000	0123	OPEN	COMPASSIONATE CARING	-	2000	0124	OPEN	MAIN STREET MISSION
	PLAN	CPS PROJ	PROJECT																							
SEL	YEAR	ID	STATUS	PROJECT TITLE																						
=	2000	0122	OPEN	2000 HOPWA																						
-	2000	0123	OPEN	COMPASSIONATE CARING																						
-	2000	0124	OPEN	MAIN STREET MISSION																						

Once a Project has been created to represent the Grantee or Sponsor, the grantee may set up activities under the appropriate project. Activities report annual accomplishments for a project sponsor or grantee and are directly tied to the CAPER submitted by the HOPWA Formula Grantee. IDIS activities should be created for each eligible activity that the project sponsor or grantee is undertaking.

Defining Activities

Activities must represent the eligible HOPWA activities as defined in CFR 374.300. A separate activity should be set up for each eligible activity category a specific Sponsor undertakes. Thus, there are often two or more activities set up under each project in IDIS. HUD recommends that the following eligible activity categories be used when reporting in IDIS:

- **Facility-Based Housing - Development***, *including: Acquisition, Rehabilitation, and New Construction*
- **Facility-Based Housing - Operations***, *including Operating Costs, Lease, Project-based Rental Assistance, and Technical Assistance for a community resident/SRO dwelling.*
- **Short-Term Rent, Mortgage, and Utility Payments (Scattered Site Housing)**
- **Tenant-Based Rental Assistance (Scattered Site Housing)**
- **Facility-based Non-Housing**
- **Supportive Services**
- **Permanent Housing Placement**
- **Housing Information Services**
- **Resource Identification**
- **Administration**

***Note: HUD requires a separate activity for each site address providing facility-based housing.** HUD needs to identify information on facilities for the purposes of national stewardship reporting and the monitoring of required use periods (e.g. ten years for construction, acquisition and substantial rehab, or three years for non-substantial rehab). Multiple sites cannot be aggregated into a single activity.

Note that two Activity Categories from previous guidance have been disaggregated. Facility-Based Housing has been divided into two categories: Development and Operations. In addition, Permanent Housing Placement currently reported in the Supportive Service Category – is now reported upon independently. Refining these categories was done to satisfy ongoing departmental needs for greater accomplishment and financial details on these types of activities.

Although it is not necessary to revise older activities to accommodate these new categories, grantees should adhere to the revised Activity categories when setting up new activities in IDIS.

Compliance with these Activity Categories will ease the transition to IDIS modifications anticipated for 2006. At that time, IDIS will require users to select a specific Activity Code based on these categories. Structuring and defining activities as described in this guidance will allow for a smooth migration of existing IDIS data into the new IDIS structure.

Report Annual Accomplishments

As noted above, many HOPWA-eligible activities extend beyond one year. However, there is an important convention in defining HOPWA activities in IDIS in order to accurately report on accomplishments and beneficiaries.

Activities, unlike projects, must be created and updated for a specific program year and report annual accomplishment data for that program year. An IDIS activity must **not** span more than one program year. For example, if the Project Sponsor provides Tenant-Based Rental Assistance (TBRA) for a 2005 project that is expected to span three years, the grantee would create a separate IDIS activity (and report proposed and actual accomplishments) for each year.

The reason for this convention is that an IDIS activity has only one set of HOPWA path screens. Updating or entering accomplishment data for a new year on the same HOPWA activity will require overwriting previously entered data, which would be lost. Adherence to this HOPWA convention is vital to the development of annual HOPWA reports along with the completion each year of data in IDIS that represents the annual performance of the grantee.

The “Common Path” Screens

The “Common Path” refers to the first four screens that appear when an activity is set up in IDIS, because they are used by all IDIS users regardless of the formula grant program. Grantees should fill in as many of the fields as possible when they set up the activity at the beginning of the year, with the exception of the fields that deal with actual accomplishments. Many of the fields encountered are “required fields” that must be filled out before an activity can be funded or drawn against.

Certain fields – such as Actual Accomplishments and Activity Status – will be entered or revised either after the activity is completed or at the end of the program year as a part of the CAPER. At this time, the grantee is also required to enter data on HOPWA-specific screens for non-administrative activities.

This section will walk step-by-step through each of the common path screens.

Completing the MA01 Screen

<p>1. At CPS Project Number, select the (previously added) Project that represents the grantee or sponsor undertaking the activity, for the initial year of the award.</p> <p>2. Give the activity a name that starts with the current program year, followed by a brief description of the purpose, for example "2000 Rental Assistance." (The next year you would name the new activity, "2001 Rental Assistance.")</p> <p>3. For facility-based activities, enter the actual site address. For city-wide activities or confidential sites, enter the city and state.</p>	<p>01/17/01 09:03 SETUP ACTIVITY C04MA01</p> <p>CURRENT OWNER: LOS ANGELES</p> <p>CPS PROJECT NUMBER: 123 PROGRAM YEAR: 2000</p> <p>PROJECT TITLE: COMPASSIONATE CARING</p> <p>GRANTEE ACTIVITY NBR: _____ HUD ACTIVITY NBR: 000000005553</p> <p>ACTIVITY NAME: 2000 RENTAL ASSISTANCE</p> <p>SITE ADDRESS/ 1234 ST. MARTIN'S BLVD</p> <p>LOCATION: THROUGHOUT LOS ANGELES COUNTY</p> <p>LOCALITY: _____ STATE: __ ZIP: ____ - ____</p> <p>DESCRIPTION: SHORT-TERM ASSISTANCE PROGRAM ADMINISTERED BY COMPASSIONATE CARING</p> <p>DATA SAVED SUCCESSFULLY</p> <p>F1 = OWNER HELP F2 = PROJ HELP F3 = UALDT F4 = MAIN MENU</p> <p>F5 = PROJ INFO F8 = NEXT F9 = SAVE</p>
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Selecting the Appropriate Project

The first data entry field – CPS PROJECT NUMBER – requires the user to select a Project (always linked to a specific grant year) to associate with the Activity being set up. By HOPWA convention, the Project should: 1) represent either the grantee or the sponsor conducting the activity, and 2) indicate the grant year in which the initial award was made to the sponsor undertaking this specific activity. This point is important when a grantee awards a specific sponsor multi-year awards in successive years.

For example, in 2004 a grantee awards a sponsor funds to carry out activities over a two-year period. In 2004, the grantee should set up an activity associated with the Sponsor Project for the 2004 grant year. In 2005, the grantee would set up an Activity with any remaining funds to report on the accomplishments that occur during 2005. However, the grantee should select the 2004 Project that represents the associated sponsor on the MA01 screen.

Labeling HOPWA Activities in IDIS

Another vital step in setting up HOPWA activities is to provide an Activity name. ***Each Activity should include both the name of the Eligible Activity and the Program year for which it is reporting in the IDIS "Activity Name" field.*** For example, if the grantee is beginning the 2003 performance year (i.e. the next CAPER and final year IDIS data will be for 2003), activities must be labeled as 2003 activities in their title.

Labeling activities by year allows for a quick and easy way for HUD and grantee staff to identify which IDIS activities are being undertaken during that current performance period and allow for tracking of accomplishments at the end of that 12-month period. This naming convention – labeling- is essential for allowing grantees, HUD, and other interested parties to interpret reports that are downloaded from IDIS.

Example

In 2003, a grantee awards Good Hope Housing, the project sponsor, with funds to operate a tenant-based rental assistance program with supportive services, and administration for a two-year period. The grantee would first set up a Project to represent the Sponsor, and then set up three activities under this project:

Project	Associated Activities	Activity Status
Good Hope Housing 2003	<ul style="list-style-type: none"> • 2003 Tenant-Based Rental Assistance • 2003 Supportive Services • 2003 Administration 	Underway

Accomplishments for each of these activities would be reported in IDIS for each program year in which the project sponsor was utilizing funds. At the end of the first program year, the grantee would report accomplishments and then close out the three activities by changing the Activity Status to complete. The grantee would then set up three 2004 activities with unexpended funds. Thus, the Project Good Hope Housing (2003) would have the following activities associated with it in 2004:

Project	Associated Activities	Activity Status
Good Hope Housing 2003	<ul style="list-style-type: none"> • 2003 Tenant-Based Rental Assistance • 2003 Supportive Services • 2003 Administration 	Complete
	<ul style="list-style-type: none"> • 2004 Tenant-Based Rental Assistance • 2004 Supportive Services • 2004 Administration 	Underway

At the end of program year 2004, the grantee would report accomplishments and close out the 2004 activities. The grantee should repeat the process for a three-year program.

Completing the MA03 Screen

1. Use the Matrix Code that most closely matches the type of HOPWA-related activity. 2. For Acquisition, Rehabilitation, and New Construction, enter the Environmental Assessment Code: A Exempt C Completed D Underway	01/17/01 09:04	PROCESS ACTIVITY	C04MA03
	PROJECT TITLE: COMPASSIONATE CARING		
	GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR: 000000005553
	ACTIVITY NAME: 2000 RENTAL ASSISTANCE		
	HUD MATRIX CODE: 31A HOPWA Grantee Activity		
	CDBG REGULATION CITATION:		
	IS THE PURPOSE OF THIS ACTIVITY TO:		
	HELP PREVENT HOMELESSNESS? (Y/N): Y		
	HELP THE HOMELESS? (Y/N): N		
	HELP THOSE WITH HIV/AIDS? (Y/N): Y		
PRIMARYLY HELP PERSONS WITH DISABILITIES? (Y/N): Y			
GENERATE PROGRAM INCOME? (Y/N): N INITIAL FUNDING DATE: __ / __ / __			
ENVIRONMENTAL ASSESSMENT CODE: A			
WILL ANOTHER ENTITY OR CHDO HAVE ACCESS TO THE ACTIVITY? (Y/N): N			
THIS ACTIVITY IS SET UP FOR:			
F1 = HELP F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO			
F7 = PREV F8 = NEXT F9 = SAVE			

Matrix Codes

When setting up the activity, the grantee must enter the correct Matrix Codes. For the HOPWA program, the matrix simply identifies the type of entity conducting the activity (Grantee or non-profit sponsor), and whether or not the activity is for administration or project delivery.

HOPWA Activities must be coded with one of the following four matrix codes:

- 31A Grantee Activity
- 31B Grantee Administration (up to 3 percent of grant)
- 31C Project Sponsor Activity
- 31D Project Sponsor Administration
(up to 7 percent of sponsor's awarded amount)

In addition to entering the Matrix Code, grantees should make sure that data is entered into the other fields on the MA03 screen. The grantee should confirm that each field regarding the purpose of the Activity (Y/N questions), which are carried forward from the associated Project information, are filled in correctly.

Completing the MA04 Screen

The MA04 Screen is important because it documents the accomplishments of the activity during the program year. Proposed accomplishments should be entered when setting up the activity. HUD will use the proposed accomplishment data to project department goals and accomplishments for HUD's Annual Performance Plan. Actual accomplishments should be entered within 90 days of completing the activity, or within 90 days of the end of the program year, as appropriate.

<p>1. For Report Year, Indicate the program year for which accomplishments are being reported.</p> <p>2. At setup, enter the proposed type and number of units which are planned to be undertaken during the twelve-month program year.</p> <p>3. Enter the actual units that were supported and made available to clients with HOPWA funds during this program year within 90 days of the completion of an activity or within 90 days of the completion of the program year, whichever comes first.</p>	<p>06/13/01 09:39 SETUP ACTIVITY C04MA04</p> <p>GRANTEE ACTIVITY NBR: HUD ACTIVITY NBR: 000000001572</p> <p>ACTIVITY NAME: 2000 SHORT-TERM RENTAL ASSISTANCE</p> <p>ACTIVITY STATUS CODE: 4 FUNDS BUDGETED COMPLETION DATE: __ / __ / __</p> <p>ACCOMPLISHMENT DATA: REPORT YEAR: 2000</p> <table> <tr> <td>TYPE</td> <td>UNITS</td> </tr> <tr> <td>PROPOSED 10 HOUSING UNITS</td> <td>_____</td> </tr> <tr> <td>ACTUAL —</td> <td>_____</td> </tr> </table> <p>ACCOMPLISHMENTS NARRATIVE:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRV F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD</p> <p>4. Use the Narrative section to provide a brief description of other accomplishments that will be or have been accomplished within the program year, the status of uncompleted activities, and a general overview of the activity. Grantees are encouraged to provide information on outcomes of the activity.</p>	TYPE	UNITS	PROPOSED 10 HOUSING UNITS	_____	ACTUAL —	_____
	TYPE	UNITS					
	PROPOSED 10 HOUSING UNITS	_____					
	ACTUAL —	_____					

Report Year. The report year must reflect the current program year for which the grantee will report accomplishments. The year will default to the same year as the associated Project. Therefore, the year may need to be revised, especially in the later years of a multi-year program.

Keep in mind that data collected from all project sponsors also must cover the same period of time as the grantee program year. For example, if the grantee's approved Consolidated Plan establishes the program year as January through December, then all sponsors receiving funding under this grantee must report to the grantee on the same time schedule—so that data in IDIS and summaries in the CAPER, are consistent with the approved Consolidated Plan schedule.

Activity Status Code and Completion Date

This code will automatically change from funds budgeted to underway after funds are drawn against the activity, so there is no need to change this field when setting up an activity. When the activity is completed or at the end of the program year, the grantee should enter in accomplishment data for the reporting year, and then change the status to "Complete."

The grantee should make sure that the completion date reflects either a) the actual completion date, or b) the end of the program year being reported upon for ongoing, multi-year activities. Note that by changing the status to "complete," any unexpended funds from this activity are automatically de-obligated, and can be committed to a new activity.

The Completion date is set when this screen is saved after the Activity Status has been changed to “complete.” When the save <F9> key is pressed, a message will appear at the bottom of the screen asking the user to confirm the completion of the Activity by pressing <F9> again. If the <F9> key is pressed again, IDIS will automatically enter the current date in the Completion Date field. However, the user may enter a different date before pressing <F9> a second time.

Proposed and Actual Accomplishments

Grantees enter information on proposed and actual accomplishment for the activity being undertaken. The Accomplishment Type for HOPWA activities is limited to 10 – Housing Units, 4- Households, 1- People, and 9-Organizations. Do not select any accomplishment type for an Administrative Activity. Use the following table to select the appropriate eligible HOPWA Activity and corresponding Accomplishment Type.

IDIS/HOPWA Activity Category	Accomplishment Type (Proposed and Actual)
<ul style="list-style-type: none"> • Facility-Based Housing – Development, including: Acquisition, Rehabilitation, and New Construction • Facility-Based Housing – Operations, including: Operating Costs, Lease, Project-based Rental Assistance, Technical Assistance (SRO and Community Residence Only) 	10 – Housing Units
<ul style="list-style-type: none"> • Tenant-Based Rental Assistance (Scattered-site housing) • Short-Term Rent, Mortgage, and Utility Assistance (Scattered-site housing) • Housing Information • Permanent Housing Placement 	4 – Households
<ul style="list-style-type: none"> • Supportive Services • Facility-Based Non-Housing, including: Acquisition, Rehabilitation, Operating Costs, Lease 	1 – People
• Resource Identification	9 – Organizations
• Administration	N/A

Pending IDIS Modification

IDIS updates are being developed that will require the Accomplishment Type to correspond to the correct Activity Type, as indicated in the previous table. Once edits are instituted, grantees will not be able to use the other accomplishment codes within IDIS.

Grantees should use Accomplishment Type 10 (Housing Units) for facility-based housing and Type 4 (Households) for scattered site housing — to represent the number of households assisted with this form of housing assistance during that year. Do not use accomplishment type 1 “People” assisted as the proposed accomplishment, except when no housing assistance is provided directly with HOPWA funds.

Remember that the number of accomplishments entered under the “units” label represent the number either anticipated to be accomplished (*Proposed* – first row) or that were actually accomplished (*Actual* – second row) **during the 12 month reporting period.** Also, for **Short-term rent, mortgage, and utility payments activities**, indicate the number of households assisted (using code 4-households) during the period, not the number of payments made.

In reviewing grantee data, HUD should ensure that grantees have entered their proposed accomplishment at the beginning of each program year.

Narrative

Grantees should provide a brief narrative that emphasizes the main housing-related accomplishments of the activity. Grantees are encouraged to include outcome information as well.

Completing the MA08 Screen

<p>1. Enter the Total estimated amount of funding that will be provided to this activity from all HUD formula grant sources (including Program Income).</p> <p>2. Select HOPWA, then press F9 to save your setup.</p>	01/17/01 09:06	SETUP ACTIVITY	C04MA
	GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR: 000000005553
	ACTIVITY NAME: 2000 RENTAL ASSISTANCE		
	TOTAL ESTIMATED AMOUNT: \$250,000.00		
	INDICATE PROGRAM(S) TO BE ADDRESSED		
	ENTER (X) TO SELECT PROGRAM		
	<p>- CDBG</p> <p>- ESG</p> <p>- HOME</p> <p>X HOPWA</p>		
	<p>DATA SAVED SUCCESSFULLY</p> <p>F1 = HELP F3 = VALDT F4 = MAIN MENU F5 = PROJ INFO</p> <p>F7 = PREV F8 = NEXT F9 = SAVE F10 = GO REVISE ACTIVITY</p>		

Once this screen has been saved, the grantee may return to the main menu to commit funds to the activity.

Pending IDIS Modification: In a future IDIS release, the user will proceed to the next screen and select the appropriate Activity Type based on eligible activity categories listed on page 10 (e.g. Tenant-Based Rental Assistance).



At the beginning of the program year, grantees set up activities according to the conventions and guidance set forth previously, and then draw funds against those activities throughout the program year. At the end of the program year, or earlier if the activity is completed, the grantee must report actual accomplishment and beneficiary data for the program year in IDIS, which fulfills some of the reporting requirements in the CAPER. This section provides guidance for reporting actual accomplishments and preparing for the next reporting year within IDIS.

When to Report Annual Accomplishments

HOPWA formula grantees must enter accomplishment data into IDIS, within 90 days of a) the end of the program year, or b) the completion of the activity, whichever comes first.

Data in IDIS must be complete, accurate and valid – any partial performance information must be updated within 90 days of the end of the grantee program year to correspond to the summary of this information that is submitted in the CAPER, for public review and HUD approval. Data reported through the CAPER and IDIS should correlate and report accomplishments for the grantee and each of the project sponsors, for the same period of time, established as the grantee's approved Consolidated Plan operating year.

Preparing for Annual Reporting

With a little preparation, grantees can make year-end reporting a smoother process that delivers accurate and useful reports.

Collecting Data

HOPWA grantees frequently carry out their activities through other public or nonprofit entities, called Project Sponsors. Therefore, grantees should ensure that Project Sponsors:

- Collect the required HOPWA performance information under standard formats established for this program throughout the course of the grantee's program year.
- Report data that is accurate, complete, valid and timely.

Activity Set Up Information

Confirm that activities set up during the program year conform to the HOPWA guidance and conventions. Grantees can use the checklist in the Appendix as a guide. Grantees also should review and update the general activity information provided in the Common path.

Financial Status

Review, update, and revise financial information as needed. Grantees do not actually "update" financial status in IDIS as they do with accomplishment reporting. Rather, IDIS records the financial status of activities based on the amounts committed and draws placed against individual activities.

To ensure that the financial status of the grant and activities paints an accurate picture, grantees are encouraged to review and update draw information:

- Make sure that draws are made against activities for which work was performed during the reporting year on a timely basis, preferably by close of program year. This will keep the financial status current, and maintain a similar timeframe – the reporting year – for both expenditures and accomplishments.
- Confirm that draws were made against the correct activity during the year. Two IDIS Reports may be useful for this analysis. The PR07 Report – *Drawdown Report by Voucher Number* – provides a detailed list of vouchers/line item in order of draw date. The PR05 Report – *Drawdown Report by Project and Activity* – provides draw down details organized by Activity. See Chapter 12, *Using the IDIS Reporting Capabilities*, of the IDIS Reference Manual for instructions on downloading reports.
- Correct any drawdown errors found directly in IDIS. Draws made against the wrong Activity can be corrected relatively easily in IDIS. Directions on revising drawdowns can be found in Chapter 7, *Creating and Approving Drawdowns*, in the IDIS Reference Manual. The IDIS Technical Assistance Unit (TAU) can also provide assistance on revising drawdowns.

Accomplishment Requirements

Grantees must report actual annual accomplishments on all activities that were active during that program year. Grantees are required to report accomplishments in two areas:

MA04 Screen (Common Path)

Grantees should enter actual accomplishments achieved during the program year on the MA04 screen. The grantee should select the same code for Actual Accomplishment Type used for Proposed Accomplishment Type that was entered when the activity was set up.

HOPWA Accomplishment Path

Grantees should complete the HOPWA accomplishment screens that follow the "Money Screen" (MA08) screen for all activities which were active during the program year. The following section provides additional information on selecting the appropriate path.

Grantees enter general information about the activity on the common path when setting up the activity. When reporting on performance, the grantee should update common path information, especially the accomplishment data. In addition, the grantee should enter details about program performance and beneficiaries served during the 12 months reporting period for the Activity on the appropriate HOPWA Completion Path.

There are currently six HOPWA Completion paths, each of which collects data relevant to one or more of the 11 eligible activity categories. Use the following table to select the appropriate HOPWA completion path for each IDIS Activity.

IDIS/HOPWA Activity Category	Select this HOPWA Path	Required HOPWA-Path Screens
Facility-Based Housing - Development , <i>including: Acquisition, Rehabilitation, and New Construction</i>	Facility-based Housing	C04MP02 C04MP03 C04MP05 C04MP12 C04MP06 C04MP07 C04MP08 C04MP10
Facility-Based Housing – Operations , <i>including Operating Costs, Lease, Project-based Rental Assistance, and Technical Assistance for a community resident/SRO dwelling.</i>		
Facility-based Non-Housing, <i>including: Acquisition, Rehabilitation, Lease, and Operating Costs</i>	Facility-based Non-Housing	C04MP14 C04MP15 C04MP10

IDIS/HOPWA Activity Category	Select this HOPWA Path	Required HOPWA-Path Screens
Tenant –Based Rental Assistance	Scattered-site Housing	C04MP04
Short-term Rent, Mortgage, and Utility Payments		C04MP05 C04MP12 C04MP06 C04MP07 C04MP08 C04MP10
Supportive Services	Supportive Services	C04MP17
Permanent Housing Placement		C04MP09 C04MP10
Housing Information	Housing Information/Resource ID/Admin	C04MP16 C04MP10 C04MP11
Technical Assistance/Resource Identification		C04MP10 C04MP11
Administrative Costs		

Several Activity Categories share the same completion path. Most of the screens collect beneficiary data relevant to each of the corresponding Activity Categories. On a few screens, primarily those that collect financial information, grantees should only answer those questions that are directly relevant to the specific Activity Category being reported upon.

Detailed information on each field, organized by Completion path, can be found in Chapter 11 of the IDIS User Manual. In addition, copies of each screen can be found on HUD's web site at <http://www.hud.gov/offices/cpd/aidshousing/programs/formula/operatinginstructions/hopwaidis.cfm>.

IDIS Update Alert!

IDIS modifications are planned for 2006 that will replace each of the existing six HOPWA path Categories with a separate path for each of the 11 HOPWA Activity Categories. Closely following the conventions of defining Activities by the Activity Categories identified in this document will help ensure a smooth transition of data when IDIS is modified.

Supportive Services-Only Path

Supportive Services activities should account for all persons receiving supportive services in conjunction with housing, and those receiving supportive services only. Supportive Services should be tracked through its own activity separate from housing expenditures. Use caution when reporting upon services identified as "other," to make sure that they are an eligible activity and that they should not more appropriately be reported within another existing category.

Any service to be reported as “other” must also be an activity that was specifically approved by HUD in the Consolidated Plan approval process. Note that AIDS drug assistance and other health-care costs are restricted by HUD guidance and may not be eligible as a HOPWA activity.

Change in Racial and Ethnic Data Collection

On October 30, 1997, the Office of Management and Budget (OMB) significantly revised standards for federal agencies, including HUD and its program offices and partners, that collect, maintain, and report federal data on race and ethnicity for statistical purposes, program administrative reporting, and civil rights compliance reporting. The new standards give federal agencies enhanced ability to collect information that reflects the growing diversity of the U.S. population.

03/05/03 09:34		SCATTERED-SITE HOUSING		C04MP12	
PROJECT NUMBER: 31		PROGRAM YEAR: 1998		ACTIVITY NBR: 000000000528	
PROJECT TITLE: HOPWA					
ACTIVITY NAME: 0H0094 AIDS NETWORK OF THE TRI-STATE ARE					
DEMOGRAPHICS - RACE/ETHNICITY					
TOTAL NUMBER OF PERSONS -					
RECEIVING HOUSING ASSISTANCE:		150			
		# TOTAL		# HISPANIC	
	WHITE:	50		20	
	BLACK/AFRICAN AMERICAN:	50		25	
	ASIAN:	0		0	
	AMERICAN INDIAN/ALASKAN NATIVE:	0		0	
	NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:	0		0	
	AMERICAN INDIAN/ALASKAN NATIVE & WHITE:	0		0	
	ASIAN & WHITE:	0		0	
	BLACK/AFRICAN AMERICAN & WHITE:	0		0	
	AM. INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AM.:	0		0	
	OTHER MULTI-RACIAL:	0		0	
	ASIAN/PACIFIC ISLANDER:	0		0	
	HISPANIC:	50		50	
	TOTAL:	150		95	
F3 = VALDT F4 = MAIN MENU F5 = PROJ INFO F7 = PREV F8 = NEXT F9 = SAVE					

This new screen treats ethnicity as a category separate from race, and changes the terminology for certain racial and ethnic groups. As such, the screen includes racial/ethnic data on activity beneficiaries from ten racial categories in the left column, and a new Hispanic ethnic category in the right column.

“Hispanic” is an ethnicity category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic. Thus, the Hispanic Column indicates the number of persons of each race category who are of Hispanic ethnicity, as a subcategory of the total race fields to the left.

Grantees should confirm that they are collecting racial/ethnic data using the categories required for this screen, and that the requirements are included in grant agreements with non-profit sponsors.

Additional information on race and ethnicity reporting can be found at:

<http://www.hud.gov/offices/cpd/systems/idis/library/raceethnicity.pdf>

Activity Closeout

All open Activities should be closed out once all annual reporting data is entered and the final draw for work completed during the program year has been made. Any unexpended balance on the activity will be returned to the grant as unprogrammed funds. A new activity may be set up with the unexpended funds under the same project, with the new program year included in the name of the activity.

To close an activity out, change the "Activity Status Code" field on the MA04 Screen to "completed." After pressing the <F9> key to save the data, a message will appear at the bottom of the screen with instructions to press <F9> again to confirm the completion of the Activity. If <F9> is pressed again, IDIS will enter a default of that day's date for Completion Date.

However, if reporting after the close of the program year, it is advisable to enter a completion date that reflects the actual completion date (if this occurred during the previous program year), or the end of the previous program year. After changing the Activity Status to "complete" and pressing the <F9> key, users can type in a completion date other than the default prior to pressing <F9> a second time.

Changing the Activity Status code to "complete" automatically de-obligates any unexpended funds from the activity, which can then be committed to a new activity. Remember to set up any new activity with unexpended funds under the same Project as the initial closed-out activity, but include the new report year in the title. This convention is described in detail previously in this document.

IDIS Reports

A HOPWA-specific IDIS report was made available with IDIS systems release v.6.9. This report is the HOPWA Project Activity Summary Report (C04PR72).

C04PR72 – HOPWA Project Activity Summary Report: this report is sorted by project and contains both common path and HOPWA accomplishment path data for each activity related to a project for a given program year. This report is beneficial in monitoring grantee data in IDIS because it lists the contents of each HOPWA path screen for the activities that were funded, open or completed in a requested program year. This is followed by a summary section at the end of the report that totals the accomplishments by HOPWA screen across the report.

There are also a series of IDIS standard reports that may be beneficial in tracking grantee performance and in reviewing annual accomplishment data. The office recommends the following reports as tools that may be used when reviewing grantee data entered into IDIS.

IDIS Standard Reports

1) C04PR01 – HUD Grants and Program Income: This report identifies the amount of the HOPWA grants for a grantee along with any amounts that have been sub-allocated from them. It then identifies funds committed and drawn, and funds still available to be committed and drawn. This is beneficial for Field Office staff as they monitor balances remaining in grants and in comparing amounts drawn for activities as related to the funds committed..

2) C04PR02 – List of Activities by Program Year and Project: This report identifies HOPWA activities by name and number as related to the program year and project number they correspond to. The report also provides the activity status and funding amounts with balances. This report is beneficial because it allows Field Office staff to determine the relationship of an activity to a program year, the status of the activity, and whether or not there are funds yet available for use if the activity has not been completed or fully disbursed if the activity status indicates the activity is complete.

3) C04PR07 – Drawdown Report by Voucher Number: This report provides draw information including the activity identification, the voucher creation date and the drawn amount related to it. This report is beneficial to Field Office staff because it provides the voucher number and amount, along with a voucher status to ensure that some action has been taken on the voucher, including the date it was sent to LOCCS. This is important for monitoring to ensure that there are no old pending draws tying up money in the system.

4) C04PR08 – Grantee Summary Activity Report: This report provides a program year with both the project and activities tied to it. It spells out the activity name, status, matrix code and funding information. This report is a useful tool to Field Office staff because it provides a complete picture of a HOPWA activity. Staff will be able to view the program year and project the activity is tied to and be able to verify the correct use of the required HOPWA matrix code – 31 series. Staff will also be able to compare funds spent and the balance of funds to determine if the status is correct. For example, it would be feasible to assume that funded and drawn amounts that are equal should indicate an activity status of complete.

Reporting On Actual Outputs and Other Data

Similar to planned outputs, the actual accomplishments are to be recorded each year. Formula grantees develop their summary public report, the CAPER, and must enter the same completed information in IDIS for all HOPWA activities. This information is submitted to the State or Area CPD Office for review and approval, not later than 90 days after the end of the grantee program year. If information is incomplete or in need of correction, grantees must submit this information under the timeline established for this grants management action by the area CPD Office. In addition, Grantees are requested to submit a copy of the HOPWA sections of their CAPER to the Office of HIV/AIDS Housing at HUD Headquarters, as this information supports HUD's knowledge of program performance and the development of national reports on the program.

Evaluation of Reports

Information collected is to be used in meeting HOPWA grants management responsibilities, by grantees in providing oversight to their projects sponsors. These evaluations can be used to identify additional training and technical assistance needs for sponsors along with risk assessment reviews in determining grant monitoring activities. The CAPER and other summary information is also used by citizens and prospective beneficiaries to learn about HOPWA programs in the community and to post the information on HUD's website. This helps to inform interested parties about program availability and results.

These reports also provide the essential information that is accumulated on a national basis for the HOPWA program. This information is collected and used by HUD to assess overall program performance under the strategic goals established to implement the Department's Annual Strategic Plan for the use of all HUD resources. The information is used to report to Congress on the accomplishments of HOPWA-funded programs in the Department's Annual Performance Plan (APP) and in requesting program appropriations under the annual budget development process. In recent years, HOPWA grantees have made a significant effort to ensure that HOPWA performance information is collected and used in grants management activities.



Additional resources are available to help grantees with their IDIS questions. In addition to information on the web site and hotlines, more in-depth technical assistance and training sessions may also be available. The following table lists some of the additional resources HOPWA grantees may wish to consult:

Type of Information needed	Resources/Contact information
IDIS Technical Questions	The IDIS Technical Assistance Unit (TAU) and questions 1-877-483-8282 202-708-5227 x 190 or email idis_help@hud.gov http://www.hud.gov/offices/cpd/systems/idis/tau.cfm
HOPWA-specific IDIS questions	HOPWA@HUD.GOV 202-708-1934 Field Office Representatives
IDIS system resources, announcements, and guidance	IDIS web page site: http://www.hud.gov/offices/cpd/systems/idis/index.cfm
IDIS Reference Manual	Including Chapter 11, HOPWA specific: http://www.hud.gov/offices/cpd/systems/idis/library/refmanual/index.cfm
HOPWA Reporting guidance, including the CAPER	HOPWA web site: http://www.hud.gov/offices/cpd/aidshousing/programs/index.cfm

APPENDIX

HOPWA Checklists

Setting Up Projects and Activities Year-End Reporting

All HOPWA projects should provide the following information when creating new projects in IDIS.

IDIS Screen

Critical issues

**C04MK01 –
Add Project**

- ☐ The name of the Grantee or Project Sponsor organization is the Project Title.
- ☐ Matrix Code of 31 (REQUIRED)– HOPWA is used to identify the project.
- ☐ Accomplishment Type and Accomplishment Number are entered as follows:
 - Use Accomplishment Type 10, Housing Units (equated to the term households assisted) for any project that includes housing assistance, even if supportive service, housing information, or other services are included.
 - If a project sponsor or grantee is not providing housing assistance to persons living with HIV/AIDS or their families, through any source of funding, ONLY THEN may they use the Accomplishment Type 1, People and estimate the total number of eligible persons that will benefit through the total project.
 - For projects that involve only administrative costs (i.e. a HOPWA grantee project may have only one activity associated with the project for administration), leave blank, no Accomplishment Type is required.
- ☐ The Location Type, has a code that corresponds to the address of the project sponsor or grantee. Select address (Code 1).
 - 1 Address: Enter the address of the project sponsor or grantee for which the project is created (which you will enter on the next screen).

**C04MK07
Add/Revise
Address
Information**

- ☐ Grantee entered the address of the Grantee or Project Sponsor.

**C04MK02
Add Project**

- ☐ Grantee entered the estimated amount of funds awarded to the grantee or project sponsor for all activities that will be setup and/or carried out by the grantee or project sponsor.

**C04MK03
Revise/Add/Cancel/
Revoke Project**

- ☐ Grantee has entered a short description for the project.

IDIS Field**Critical issues*****C04MA01 – Setup Activity******CPS Project
Number &
Program Year***

- ☐ The Project selected represents the Grantee or Sponsor undertaking the Activity being set up.
- ☐ The Program Year is the program year from which funds were allocated for this Sponsor (or grantee) to undertake this activity.

Activity Name

- ☐ Contains the program year and the name of the HOPWA eligible activity.
The activity name should start with the current (reporting) program year, followed by a brief description of the purpose, e.g. “2003 Rental Assistance.” (The next year you would name the new activity, “2004 Rental Assistance,” under this same project).
- ☐ Represents an eligible Activity Category:
Categories: Facility-Based Housing – Development; Facility-Based Housing – Operations; Short-Term Rent, Mortgage, and Utility Payments; Tenant-Based Rental Assistance; Facility-based Non-Housing; Supportive Services; Permanent Housing Placement; Housing Information Services; Resource Identification; Administration

Site Address

- ☐ For facility-based activities, enter actual site address.
- ☐ For city-wide activities or confidential sites, enter the city and state.

C04MA03 – Process Activity***HUD Matrix Code***

- ☐ The appropriate Matrix Code is entered (*Required*).
 - 31A Grantee Activity
 - 31B Grantee Administration
 - 31C Project Sponsor Activity
 - 31D Project Sponsor Administration

***Environmental
Assessment
Code***

- ☐ The appropriate code is entered for acquisition, Rehabilitation, and New Construction activities.
 - A Exempt
 - C Completed
 - D Underway

Setup Activity – C04MA04

- Report Year** ☐ Reflects the current program year (reporting year accomplishments occurred)
- Proposed Accomplishment Type & Units** ☐ The correct accomplishments code has been entered for eligible activity category:
- Use 10 - Housing Units for: Facility-based Housing – Development (Acquisition, Rehabilitation, and New Construction), and Facility-based Housing – Operations (Operating Costs, Lease, Project-based Rental Assistance, Technical Assistance (SRO and Community Residence Only)).
- Use 4 – Households for: Tenant-based Rental Assistance; Short-term Rent, Mortgage, and Utility Assistance (Scattered-site housing); Housing Information, and Permanent Housing Placement
- Use 1 – People for: Supportive Services, and; Facility-based Non-Housing (Acquisition, Rehabilitation, Operating Costs, Lease)
- Use 9 – Organizations for: Resource Identification
- No code is required for Administration
- ☐ The proposed number of Units (of Accomplishment Type) for year is to be entered.

Setup Activity – C04MA08

- Estimated Amount** ☐ Amount of Total estimated of funding from CPD programs has been entered
- HOPWA** ☐ HOPWA Program has been selected

Non- IDIS Tasks

- Communicate** ☐ Communicate reporting requirements that reflect these HOPWA conventions to Project Sponsors
- ☐ Communicate with Financial Division (or staff responsible for drawing down) updated information on new HUD Activity Numbers, budgets, and disbursement needs

Item**Critical issues****General****Getting Ready**

- ☐ Confirm that activities set up during the program year conform to the HOPWA guidance and conventions, and revise as necessary.
- ☐ Complete and update general information within Common Path screens
- ☐ Have received data in correct format from Project Sponsors
- ☐ Review, update, and revise financial information as needed
 - All funds for work performed during reporting year have been drawn down
 - All draws for work performed during the reporting year were for correct activity

**Update
Accomplishment
Data on MA04
Screen**

- ☐ Confirm that the Report Year field contains the current program year (should also equal year in Activity Name) being reported upon
- ☐ The correct Actual accomplishments code has been entered for eligible activity category:
 - Use 10 - Housing Units for: Facility-based Housing – Development (Acquisition, Rehabilitation, and New Construction), and Facility-based Housing – Operations (Operating Costs, Lease, Project-based Rental Assistance, Technical Assistance (SRO and Community Residence Only)).
 - Use 4 – Households for: Tenant-based Rental Assistance; Short-term Rent, Mortgage, and Utility Assistance (Scattered-site housing); Housing Information, and Permanent Housing Placement
 - Use 1 – People for: Supportive Services, and; Facility-based Non-Housing (Acquisition, Rehabilitation, Operating Costs, Lease)
 - Use 9 – Organizations for: Resource Identification
 - No code is required for Administration
- ☐ Actual accomplishment units have been entered. Note: HUD will use actual accomplishments to report against national objectives of the HOPWA program.
- ☐ Accomplishment Narrative field has a brief description of

<i>Item</i>	Critical issues
<i>HOPWA Completion Path Data</i>	<p>accomplishments during program year, preferably including outcomes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All required performance and beneficiary elements—expenditures, housing assistance information, and client demographic characteristics – have been entered on the appropriate Completion path for each activity that was underway or completed during the program year. <input type="checkbox"/> Data should corroborate with summaries reported in the CAPER.
<i>Review IDIS Performance Data</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Download and print the <i>PR-72 HOPWA Project Activity Summary Report</i> to review Activity-specific beneficiary data as well as aggregate beneficiary data <input type="checkbox"/> Revise Activity data if necessary
<i>Close-Out of Activities</i> (MA04 Screen)	<ul style="list-style-type: none"> <input type="checkbox"/> All Activities for the report year are “complete”. The Activity Status of an Activity should be changed to “complete” after all: <ul style="list-style-type: none"> ○ performance and beneficiary data has been entered ○ draws to reimburse expenditures accrued during the program year have been made <input type="checkbox"/> If closing the Activity after the end of the program year, revise the “Completion Date” to either a) the actual completion date, or b) the end of the program year. <input type="checkbox"/> Closing out an activity de-obligates any unexpended funds. Set up new activity with any unexpended funds under same project. See guidance on labeling new activities on page 12.
<i>Reports and CAPER</i>	<ul style="list-style-type: none"> <input type="checkbox"/> CAPER with certification that IDIS data is accurate, current and complete is due to HUD not later than 90 days after the completion of the grantee’s approved Consolidated Plan operating year. <input type="checkbox"/> Use <i>PR-72 HOPWA Project Activity Summary Report</i> to assist in aggregating data for CAPER.